

28 Aug. 61.

Requirements & Control Div - ORR.

Chief, Control Branch

Under the general direction of the Chief, Requirements and Control Division, ORR, incumbent serves as Chief of the Control Branch, the ORR component which operates as the office of receipt, dissemination, and control of all intelligence and administrative information flowing into and out of ORR.

As Chief of the Control Branch, incumbent is responsible for:

1. The development and control of the most efficient system of dissemination within ORR of intelligence and administrative information and materials. This responsibility involves performance of the following functions:
 - a. Close supervision of the ORR Reading Panel to assure the expeditious dissemination of information in order of precedence and in accordance with the interests, requirements and responsibilities of the various components of ORR.
 - 1) The resolution of all problems concerning the determination of primary and secondary interests of ORR components in the various categories of intelligence information.
 - 2) Advice and instruction to Reading Panel personnel to assure their constant familiarity with current production activities and the attendant changes in requirements for information.
 - 3) Advice and assistance to OCD to assure receipt from that office of all information consistent with the needs of ORR.
 - 4) Close liaison with other divisions and branches of ORR to determine adequacy of the dissemination system.

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2. Development and maintenance of complete records and files of distribution, routing and disposition of all intelligence and administrative materials entering and leaving ORR, to provide means of locating and tracing such material at any time:

- a. Close supervision of personnel responsible for receiving and dispatching documents, to assure continuous flow to reading panel and, subsequently, from Reading Panel to other ORR components.
- b. Constant improvement of recording and logging methods in order to provide the most efficient service to analysts in locating materials.

3. ORR member of the CIA Document Procurement Committee:

- a. Participates in budgetary planning and in the establishment of policies and procedures in the procurement of documents.

b.



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4. Supervision of the Services Section:

- a. Provides for the dissemination of material received in response to specific information requirements of ORR analysts and maintains record controls on the evaluation of such material.
- b. In response to requests from ORR analysts, initiates action for the procurement of loan or retention documents from sources within and outside CIA, and maintains records for the control of such material.

5. Service as ORR Top Secret Control Officer and Registered Documents Officer:

- a. Develops and initiates procedures to ensure strict compliance within ORR of CIA security regulations for the handling of documents.

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6. Supervision of messenger service in areas occupied by OHR:
 - a. Advice and assistance to OHR components in matters concerning the availability of this service for specialized handling of material.
7. Service as OHR Records Management Officer:
 - a. Advice and assistance to OHR components in the determination of materials of record value.
 - b. Initiates procedures for OHR participation in the Vital Documents program.
 - c. Arranges for microfilming of such material and its dispatch to repositories.
8. Participation in the OHR program for indoctrination of new personnel:
 - a. Assures that such personnel are familiarized with OHR dissemination and acquisition methods and procedures.
9. Performs related duties as required.